

South Western School District
Position Description
POSITION TITLE | Director of Accounting Services

TERMS OF EMPLOYMENT:

12 month Administrative Position (260 days)
Salary and benefits as described in the Act 93

JOB CLASSIFICATION:

Administration - Operational Leadership

POSITION QUALIFICATIONS:

1. Two years of successful administrative experience
2. Bachelor's Degree in Business/Accounting with CPA preferred
3. Demonstrated successful experience in accounting

REPORTS TO:

Business Administrator

WORKS IN STAFF RELATIONSHIP WITH:

District Office Administration and Support Staff, Building administration, Operational services staff (i.e., food services, transportation, facilities, custodial services, maintenance and grounds)

SUPERVISES:

Business Office Support Staff (Accounting and Purchasing Clerk, Accounts Payable, Payroll and Insurance Benefits)

JOB GOALS:

- Provide financial oversight to maintain the district's fiscal health, ensuring accurate budgeting, transparent financial reporting, and compliance with local, state, and federal regulations.
- Maintain internal controls through budgeting, procurement and auditing
- Lead the operations of payroll, purchasing, accounts payable

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Supervise and evaluate all business office support personnel, including scheduling, work assignments, and in-service training.
2. Oversee all accounting activities, including general ledger management for district accounts (general fund, payroll, and cafeteria)
3. Track federal program accounting in collaboration with the Director of Accountability, Comparability, and Reporting.
4. Ensure proper coding, accounting, and timely deposit of all cash receipts.
5. Develop and maintain internal controls to ensure financial accuracy, audit trails, efficient information flow, and appropriate cross-checks.
6. Conduct internal audits of district funds, including student activity funds, the athletic fund, and other building funds.

7. Assist the Business Administrator in coordinating the district-wide budget process and summarizing financial data for budget compilation.
8. Complete formal budget documentation for submission to ASBO and GFOA.
9. Monitor expenditures and revenues to ensure alignment with the adopted budget.
10. Prepare all necessary documentation, year-end journal entries, and supporting schedules for the Annual Financial Report (AFR).
11. Assist the auditors in preparing the district financial statements
12. Prepare the Annual Comprehensive Financial Report (ACFR) for submission to ASBO and GFOA.
13. Coordinate the collection and submission of financial reports required by local auditors and state or federal agencies.
14. Implement and maintain a district-wide equipment inventory system for fixed asset management in compliance with GASB #34.
15. Assist in managing district fund investments by compiling and analyzing cash flow data.
16. Assist in overseeing purchasing and materials management
17. Ensure compliance with district purchasing policies and state bidding requirements.
18. Compile monthly financial reports for submission to the School Board for approval
19. Perform additional responsibilities as assigned by the Business Administrator or Superintendent.

KEY PERFORMANCE INDICATORS:

Knowledge

1. Demonstrates comprehensive knowledge of fund accounting, financial reporting, general ledger management, and school district financial operations.
2. Understands school district budgeting processes, expenditure monitoring, and financial forecasting methodologies.
3. Knowledge of best practices for internal controls, auditing standards, and financial compliance requirements at the local, state, and federal levels.
4. Familiar with **GASB #34**, **ASBO** and **GFOA** reporting requirements, Pennsylvania school finance laws, and state bidding regulations.
5. Understands tax collection processes, investment strategies, and cash flow management principles for public funds.
6. Knowledge of state procurement laws, bidding requirements, and materials management practices.
7. Familiar with district-wide asset tracking systems and financial reporting for capital assets.
8. Proficient in financial management software, and Excel-based financial modeling.

Skills

1. Prepares and interprets financial statements, including the Annual Financial Report (AFR) and Annual Comprehensive Financial Report (ACFR), ensuring compliance with financial standards.
2. Assists in the development and management of the annual budget (general fund and cafeteria fund)
3. Conducts internal audits and ensures all financial processes align with compliance and risk mitigation strategies.

4. Manages financial liquidity, cash flow projections, and investment decisions to maximize returns while maintaining fiscal responsibility.
5. Identifies and implements process improvements to streamline financial operations and increase fiscal transparency.
6. Maintains accurate records, reconciles accounts, and ensures proper coding of receipts and expenditures.
7. Clearly communicates financial data and recommendations to the business administrator, board members, auditors, and stakeholders.

Abilities

1. Effectively supervises and evaluates business office personnel, fostering a culture of accountability and continuous improvement.
2. Applies analytical thinking to resolve financial discrepancies and optimize resource allocation.
3. Ensures precision in financial reporting, compliance filings, and budget monitoring.
4. Works effectively with administrators, school board members, and auditors
5. Maintains the highest standards of integrity in financial management and decision-making.

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with the ability to sit eighty percent (80%) of workday.

EEOC

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